SEMESTER EXAMINATION, DECEMBER-2023

Course Name: B.Tech. **Semester: 1st**

Paper Name: Professional Communication **Paper Code: THS-101**

Time: 3 Hrs. + 20 Minutes per hour extra for V.I. and examinees with writer **Max. Marks: 70**

समय - 3 घण्टे + 20 मिनट प्रति घण्टे अतिरिक्त दृष्टिबाधित एवं सहलेखक परीक्षार्थियों के लिए। अधिकतम अंक: 70

Instructions:

(i) The question paper consists of three Sections namely A, B and C. All Sections are compulsory.

(ii) Section-A – Each question carries 3 marks. All questions are compulsory.

(iii) Section-B – Answer any 5 out of 7 given questions in maximum one hundred fifty (150) words. Each question carries 07 marks.

(iv) Section-C – Answer any 2 out of 3 given questions in maximum three hundred (300) words. Each question carries 10 marks.

निर्देश:

(i) प्रश्न-पत्र में तीन खण्ड अ, ब व स हैं। सभी खण्ड अनिवार्य हैं।

(ii) खण्ड-अ में प्रत्येक प्रश्न 03 अंकों का है। सभी प्रश्न अनिवार्य हैं।

(iii) खण्ड-ब में 07 प्रश्नों में से किन्हीं 05 प्रश्नों के उत्तर अधिकतम 150 शब्दों में दीजिये। प्रत्येक प्रश्न 07 अंकों का है।

(iv) खण्ड-स में 03 प्रश्नों में से किन्हीं 02 प्रश्नों के उत्तर अधिकतम 300 शब्दों में दीजिये। प्रत्येक प्रश्न 10 अंकों का है।

Section-A (खण्ड-अ)

Objective Questions (वस्तुनिष्ठ प्रश्न)

(3×5=15)

1. Answer all the following questions:

निम्नलिखित सभी प्रश्न अनिवार्य हैं:

(i) Find the synonym of the following word: futile

(A) unreal

(B) practical

(C) fruitfull

(D) useless

(ii) Select the correct prefix for the word, measurable:

(A) im

(B) in

(C) un

(D) pre

(iii) Upward communication flows from:

(A) Top to bottom

(B) Bottom to top

(C) Both ways

(D) Horizontally

(iv) One form of informal communication is:

(A) Grapevine

(B) Professional

(C) Both

(D) None

(v) ..... is an active process, all attention is on the speaker.

(A) Tact

(B) Empathy

(C) Listening

(D) Negotiation

Section-B (खण्ड-ब)

Short Answer Questions (लघुउत्तरीय प्रश्न)

2. Answer any five of the following questions in maximum 150 words: (7×5=35)

निम्नलिखित में से किन्हीं पाँच प्रश्नों के उत्तर अधिकतम 150 शब्दों में दीजिये:

(i) What is the difference between Resume and CV? How it can affect the process of interview?

(ii) What is Kinetics? Elaborate.

(iii) Define:

(a) Organizational Communication

(b) Interpersonal Communication

(iv) What is sentence? Explain its types also.

(v) What is a Sales letter? Explain with an example.

(vi) What are different methods for writing a paragraph?

(vii) What is the importance of prepositions and articles in the use of language? Explain.

Section-C (खण्ड-स)

Descriptive Questions (विवरणात्मक प्रश्न)

3. Answer any two of the following questions in maximum 300 words: (10×2=20)

निम्नलिखित में से किन्हीं दो प्रश्नों के उत्तर अधिकतम 300 शब्दों में दीजिये:

(i) Read the following passage and answer the questions:

The modern workplace is a diverse and dynamic environment that thrives on the contribution of individuals from various backgrounds. However, one aspect of diversity that has gained increasing attention is disability. Disabilities encompass a wide range of conditions, both visible and invisible, that can impact an individual's mobility, sensory perception, cognitive functions, and more. In recent years, there has been a growing awareness of the need to create inclusive and accommodating workplaces that embrace employees with disabilities.

Creating an inclusive workplace involves more than just meeting legal requirements; it requires a shift in mindset and organizational culture. Employers are increasingly recognizing that individuals with disabilities bring unique perspectives, talents, and strengths to the table. These individuals often demonstrate remarkable resilience, adaptability, and problem-solving skills, qualities that can benefit teams and companies as a whole. Reasonable accommodations play a pivotal role in enabling employees with disabilities to perform at their best. These accommodations can range from physical modifications to the workspace, such as ramps or accessible technology, to flexible work arrangements that are emphathetic to an employee's needs. By providing these accommodations, employers not only empower individuals with disabilities to contribute effectively but also demonstrate a commitment to fostering an environment of equality and respect.

Howerver, challenges remain, Stigma and misconceptions surrounding disabilities can persist, leading to biases and exclusion. Awareness campaigns and training initiatives can help dismantle these barriers and promote a more empathetic and informed work environment. Additionally, ensuring that hiring process and career advancement opportunities are inclusive can furhter encourage the integration of individuals with disabilities into the workforce.

Ultimately, an inclusive workplace benefits everyone. It promotes a sense of belonging and community among employees, leading to higher job satisfaction and retention rates. Moreover, when companies value diversity in all its forms, they often experience improved creativity, innovation, and problem-solving, as differnet perspectives and experiences converge to drive progress.

In conclusion, disability in the workplace is a multifaceted topic that demands attention and action. By fostering an inclusive culture, providing reasonable accommodations, and challenging stereotypes, employers can create environments where individuals with disabilities can thrive and contribute meaningfully. Embracing disability in the workplace is not just a legal or moral obligation; it is an investment in a richer, more diverse, and ultimately more successful working environment.

Answer following questions:

(a) What is the significance of creating inclusive workplace environment?

(b) How can reasonable accommodations positively impact employees with disabilities?

(c) What role do awareness campaigns and training initiatives play in addressing challenges related to disabilities in the workplace?

(d) How does an inclusive workplace benefit both employee and companies?

(e) What are some potential challenges individuals with disabilities might face in a workplace?

(ii) You and your friends have decide to visit Himachal in the last week of December this year. Write a dialogue in around 200 words between you and a Travel Agent enquiring for the required arrangements for this trip.

(iii) What is a Communication, its elements and process? Elaborate.

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BACK PAPER (ODD SEMESTER) EXAMINATION, JUNE-2024 (HELD IN SEPT. 2024)

Course Name: -B.TECH **Semester:- I**

Paper Name: -PROFESSIONAL COMMUNICATION **Paper Code:- THS-101**

Time - 3 Hrs + 20 minutes per hour extra time for V.I. & examinees with writer. **Max Marks-70**

समय– 3 घण्टे + 20 मिनट प्रति घंटे अतिरिक्त–दृष्टिबाधित एवं सह लेखक परीक्षार्थियों के लिए। अधिकतम अंक–70

Instructions:

- The question paper consists of three sections namely A, B, C. All sections are compulsory.
- Section A- Each question carries **3 mark. All questions are compulsory.**
- Section B- Answer any **5 out of 7** given questions in maximum one hundred fifty (150) words. Each question carries **7 marks.**
- Section C- Answer any **2 out of 3** given questions in maximum three hundred (300) words. Each question carries **10 marks.**

निर्देश:

- प्रश्न पत्र मे तीन खण्ड अ, ब, व स हैं। सभी खण्ड अनिवार्य हैं।
- खण्ड–अ मे प्रत्येक प्रश्न तीन अंक का है। **सभी प्रश्न अनिवार्य हैं।**
- खण्ड–ब में **सात प्रश्नों में से किन्हीं पाँच** प्रश्नों के उत्तर अधिकतम 150 शब्दों में दें। प्रत्येक प्रश्न **सात अंक** का है।
- खण्ड–स में **तीन प्रश्नों में से किन्हीं दो** प्रश्नों के उत्तर अधिकतम (250-300) शब्दों में दें। प्रत्येक प्रश्न **10 अंक** का है।

Section – A (खण्ड–अ)

Objective Questions (वस्तुनिष्ठ प्रश्न)

1. Answer all the following questions. **5x3 =15**

i) It's OK to use that phone, it's_____.
   a) me
   b) mine
   c) my
   d) their

ii) Phonetics refers to
   a) Paralinguistic features
   b) Sound production
   c) Intonation
   d) All of these

iii) Synonym of 'magnanimous'
   a) Greedy
   b) Generous
   c) Magnify
   d) Magnificent

iv) Which one is not a part of the 7c's?
   a) Clarity
   b) Courtesy
   c) Consideration
   d) Cliché

v) Taj Mahal is build of _____ marble.
   a) a
   b) an
   c) the
   d) no article

Section – B (खण्ड–ब)

Short Answer Questions (लघुउत्तरीय प्रश्न)

2. Answer any five of the following questions in maximum 150 words. **5x7=35**

निम्नलिखित में से किन्हीं पाँच प्रश्नों के उत्तर अधिकतम 150 शब्दों में दें।

i. What is the difference between Eutress and Distress? How it can affect the process of communication?

ii. Write 5 prefixes of (i) pre- (ii) non-
Write 5 suffixes of (i) -ism (ii) -ment

iii. What is proxemics? Explain.

iv. What is the difference between formal and informal communication?

v. What is the process of Communication? Explain its process and other details?

vi. What is a precis' and how is it different from an essay? Write the requisites of writing a good precis'.

vii. What is the process of word formation? Explain the process with examples - compounding HW Blending -> new words Back - by removing suffix & prefix

Section – C (खण्ड–स)

Descriptive Questions (विवरणात्मक प्रश्न)

3. Answer any two of the following question in maximum 300 words. **2x10=20**

निम्नलिखित मे से किन्हीं दो प्रश्नों के उत्तर अधिकतम 300 शब्दों में दें।

i) Read the following passage and answer the questions:

If India is the macrocosm that represents unity in diversity, Nagaland is the microcosm of that philosophy. A melting pot of different tribal culture and cuisines, Nagaland is place where primeval landscapes, ancient people can leave you floored. At the Hornbill Festival held from December 1 to 10 in the state capital Kohima. I discovered that the concept of *Athithi Devo Bhava-'Guest is God'*, came naturally to the Nagas, the indigenous people of the region.

The Hornbill Festival showcases a mélange of cultural displays under one roof, attracting visitors from across the world. It usually takes place in the first week of December at the Naga Heritage Village called Kisama, located 12 km from Kohima. The village gets its name from the two villages Kigwema (Ki) and Phesama (Sa), where the village is now established. The suffix 'Ma' means village. Seventeen major tribes including Ao, Angami, Chang, Konyak, Lotha, Sum and Chakhesang take part in the festival. Besides reviving and protecting the rich culture of Nagaland, it helps visitors have a closer understanding of the people and their culture.

According to Banuo Z Jamir, Nagaland's first woman chief secretary, the festival is named after the hornbill, the bird eulogized in Naga tribal folklore. "Hornbill is central to the Naga tradition, finding symbolic representation in their faith and costumes," She said.

For Nagas, the bird exudes qualities of nobility, beauty and bravery and because of its roar-like call, its strength is believed to equal that of a tiger which personifies the quintessential Naga warrior. It is also a symbol of fertility-reproduction and agriculture-and is perceived to possess social values similar to those of humans.

1. What is the philosophy being referred to?
2. Why Nagaland is considered a 'melting pot'?
3. The Hornbill Festival 'showcases a mélange of cultural displays under one roof'. Discuss this statement in the light of the passage.
4. What does the Hornbill represent to the Nagas?
5. Give a suitable title to the passage.

ii) Write an essay in around 250 words on the topic:
ENVOIRNMENT AND TECHNOLOGY: EXPLORING THE SUSTAINABLE DYNAMICS.

iii) What is Listening? Explain the process, barriers which hinder effective listening and the methods to improve listening.

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